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 network

All Workshops/Job Fairs are held at:  
**Pete Mirelez Human Services Building**  
**Workforce & Business Center Suite 2200**  
**11860 Pecos Street,**  
**Westminster, CO 80234**  
**720-523-2400**

**September 2019 Workshop/Job Fair Schedule**

<u>Workshop</u>	<u>Day</u>	<u>Date</u>	<u>* Pre</u>	<u>Start</u>	<u>End</u>
Managing Money	Tue	9/3/2019		9:00 AM	11:30 AM
Career Exploration Intensive -4 Days	Tue-Fri	9/3-9/6/2019	Y	12:30 PM	3:00 PM
Interviewing	Tue	9/3/2019		2:00 PM	4:30 PM
<b>Opportunity Fair</b>	<b>Wed</b>	<b>9/4/2019</b>		<b>10:00 AM</b>	<b>1:00 PM</b>
Finding Your Path- Career Exploration	Wed	9/4/2019		2:00 PM	4:30 PM
Talent Pool Prep Class	Thu	9/5/2019		9:00 AM	12:00 PM
Computer Basics	Fri	9/6/2019		12:30 PM	3:00 PM
Resume Intensive - 4 Days	Mon, Tues, Wed, Fri	9/9-9/13/2019 (No Class 9/12)	Y	12:30 PM	3:00 PM
Opportunity Fair	Mon	9/9/2019		9:30 AM	11:30 AM
Parenting Today's Kids	Mon	9/9/2019		12:30 PM	3:30 PM
Adams County Job Club	Tue	9/10/2019		9:00 AM	11:30 AM
Networking and Job Fair Prep	Tue	9/10/2019		2:00 PM	4:00 PM
Paving Your Path to Success-Research Your Career	Wed	9/11/2019		9:00 AM	11:30 AM
Resume & Cover Letter	Wed	9/11/2019		2:00 PM	4:30 PM
Connecting Colorado and Open Job List	Fri	9/13/2019		9:00 AM	11:30 AM
Word	Fri	9/13/2019		12:30 PM	3:00 PM
Interview Intensive- 4 Days	Mon-Thurs	9/16-9/18/2019	Y	12:30 PM	3:00 PM
LinkedIn	Mon	9/16/2019	Y	2:00 PM	4:00 PM
Parenting Today's Kids	Mon	9/16/2019		12:30 PM	3:30 PM
Credit & Debt	Tue	9/17/2019		9:00 AM	11:30 AM
Google Docs and Google Drive	Wed	9/18/2019	Y	10:00 AM	12:00 PM
Interviewing	Wed	9/18/2019		2:00 PM	4:30 PM
Talent Pool Prep Class	Thu	9/19/2019		9:00 AM	12:00
Finding Your Path- Career Exploration	Thu	9/19/2019		2:00 PM	4:30 PM
Excel	Fri	9/20/2019		12:30 PM	3:00 PM
Cover Letter Intensive	Mon	9/23/2019		9:00 AM	11:30 AM
Starting Strong in the Workplace	Mon	9/23/2019		12:00 PM	3:30 PM
Parenting Today's Kids	Mon	9/23/2019		12:30 PM	3:30 PM
Resume & Cover Letter	Mon	9/23/2019		2:00 PM	4:30 PM
Adams County Job Club	Tue	9/24/2019		9:00 AM	11:30 AM
Interpersonal Skills at Work	Tue	9/24/2019		12:00 PM	3:30 PM
WBC Open House	Tue	9/24/2019		1:00 PM	3:00 PM
Paving Your Path to Success-Research Your Career	Tue	9/24/2019		2:00 PM	4:30 PM
Professionalism & Customer Service	Wed	9/25/2019		12:00 PM	3:30 PM
Marketing Yourself Successfully	Wed	9/25/2019		2:00 PM	4:30 PM
Moving Up in the Workplace	Thu	9/26/2019		12:00 PM	3:30 PM
Power Point	Fri	9/27/2019		12:30 PM	3:00 PM
Career Exploration Intensive - 4 Days	Mon-Thurs	9/30-10/3/2019	Y	9:00 AM	11:30 AM
Parenting Today's Kids	Mon	9/16/2019		12:30 PM	3:30 PM

\*\*\*\*\*Intensive classes are longer in duration and designed for more hands-on approach. \*\*\*\*\*

## Workshop Descriptions

### Job Preparation Classes

- Resume and Cover Letters:** Learn the technique of targeting your resume and writing accomplishment statements to demonstrate strengths to employers.
- Resume Intensive: (Prerequisite: Must attend all 4 classes)** 4-days to cover resume concepts and strategies and work to create the resume in class.
- Cover Letter Intensive:** Learn strategies for a targeted cover letter that give you an edge in your job search.
- Finding Your Path- Career Exploration:** Take assessments to identify your strengths and learn how to utilize your transferable skills in a new career path.
- Career Exploration Intensive: (Prerequisite: Must attend all 4 classes)** use a variety of assessments to identify the job or career path that is the right fit for you.
- Paving Your Path to Success-Solidify Your Career Choice:** Conduct research to identify appropriate job titles and to ensure your career choice is sustainable.
- Interview Strategies:** Come explore strategies for a successful interview. Develop success stories, research companies, and proper follow up with employers.
- Interviewing Strategies Intensive: (Prerequisite: Must attend all 4 classes)** 4-days to learn and develop interviewing skills and includes a practice interview.
- Job Fair Preparation and Networking:** Learn to make the most of a job fair and how to tap into the hidden job market to maximize employment opportunities.
- Difficult Backgrounds:** This workshop addresses how to discuss your criminal background with confidence, reframing past mistakes into current strengths.
- Starting Strong in the Workplace:** Start strong on the job by learning how earning respect, understanding culture, managing diversity and improving our self-image.
- Interpersonal Skills at Work:** Increase your proficiency in those interpersonal skills that can make or break you at work.
- Professionalism & Customer Service:** What is it and how do we do it better? Learn how and why these skills are critical to your success in the work place.
- Adams County Job Club:** Come practice selling yourself, receive support from other job seekers, and practice skills to succeed at your job search.
- Talent Pool Prep Class:** A great class for any job seeker that stresses marketing yourself while outlining the steps and requirements to join Talent Pool.

### Computer Classes

- Computer Basics:** Get comfortable with the basic operation of a computer. Learn tips to explore the internet and get an introduction to Microsoft Word.
- Word:** Utilize basic functions of Word to create, format, and save documents using the toolbar and shortcuts. Perfect for formatting and maintaining your resume.
- Excel:** Learn the basic functions of Excel. Navigate a variety of spreadsheets and practice using basic formulas.
- PowerPoint:** Use PowerPoint to enhance and strengthen presentations. Learn the basics of setting up the slide deck, transitions and adding animations.
- Connecting Colorado and Open Job List:** Maximize your job search by improving your Connecting Colorado Profile and utilizing the Adams County Open Jobs List.
- LinkedIn: (Prerequisite: Register for an account and bring the PASSWORD to class.)** A hands-on lab to strengthen you profile and explore job searching features.
- Google Docs and Google Drive: (Prerequisite MUST HAVE A GMAIL and PASSWORD when you attend class. It is also helpful to bring your smart phone to access your email for the security code.)** Get an introduction to Google Drive and learn Google docs to increase ease of document retrieval and storage.

### Life Skills Classes

- Managing Money:** Learn about basic tools you can use to take control finances while working towards goals that are important to you.
- Credit & Debt:** Learn basic concepts around credit & debt and find tools that can help you set goals and take steps to create the financial future you want.
- Parenting Today's Kids:** Find support in this workshop that addresses a variety of topics relevant to all parents.
- Ticket to Work:** Learn how to utilize the Ticket to Work program for people who receive Social Security Disability Insurance or Supplemental Security Income benefits.